e@syFile PAYE
SOFTWARE USER MANUAL

Your desktop **tax helper**

2008 Tax Season *TOGETHER,* MAKING A DIFFERENCE

SARS *At Your Service*

www.sars.gov.za

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This step-by-step guide to the e@syFile PAYE software is not meant to delve into the precise technical and legal detail that is often associated with tax. It should, therefore, not be used as a legal reference.

Should you require additional information concerning any aspect of taxation, you should:

- Contact your local SARS office
- Contact the National SARS Call Centre on 0860 12 12 18
- Visit the SARS website www.sars.gov.za

South African Revenue Service
30 June 2008

1. OVERVIEW

Employers are required by law to perform a reconciliation of employees' tax withheld and paid over to SARS each year. This must be submitted to SARS within 60 days of the end of the tax year (i.e. by 30 April each year) or date prescribed by the Commissioner.

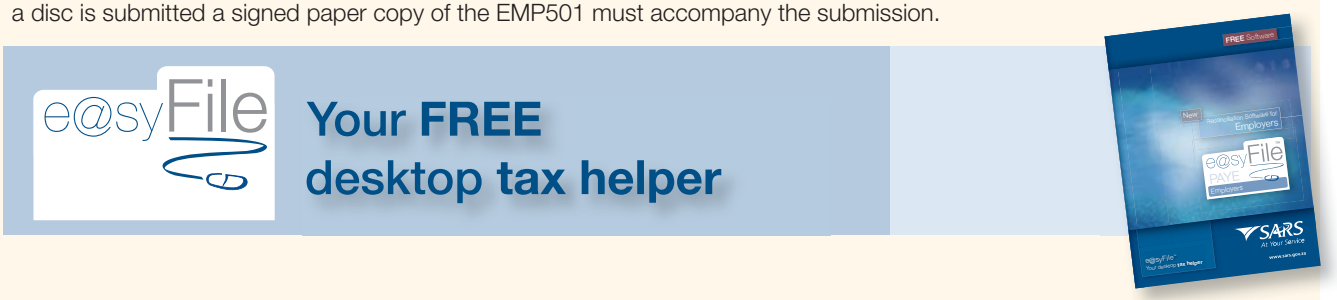
In the past the IRP501 reconciliation form was only available manually and had to be completed and submitted manually. Employers could provide tax certificates electronically and manually. However, all tax certificates could only be amended (if necessary) through a complicated manual process of cancelling and re-issuing. Thus, the electronic submission of tax certificates was almost always accompanied by manual certificates.

This resulted in a PAYE process that was based on an administratively intense reconciliation process between employers and SARS.

This year, a new PAYE reconciliation process involving a simplified Employer Reconciliation Declaration (EMP501) and free custom-built software (e@syFile) will alleviate many of the difficulties of the past. The new form and software will be available for download from www.sarsefiling.co.za or from your nearest SARS branch from 1 July 2008.

The EMP501 allows employers to calculate the difference, if any, between the total value of the tax certificates to be issued, their total annual declared liability and their total payments to SARS.

They simply submit the EMP501 with all tax certificates to SARS via eFiling, on a disc or manually at any SARS branch. Where a disc is submitted a signed paper copy of the EMP501 must accompany the submission.



Using e@syFile employers can now finalise and submit their reconciliation in four basic steps:

Step 1

The employer's current payroll system generates electronic tax certificates [IRP5/IT3(a)] in a CSV file which is imported into e@syFile.

Step 2

The employer uses e@syFile to capture all manual certificates.

Step 3

e@syFile uses the information from all the tax certificates to automatically populate the EMP501. The employer enters the monthly liabilities and payments and e@syFile calculates the rest.

Step 4

The employer is ready to submit to SARS. Using e@syFile they can:

- Submit their EMP501 and all accompanying tax certificates electronically via eFiling
- Generate an encrypted file (for added security) containing their EMP501 and all certificates ready to be delivered to SARS. This file can be saved to CD, DVD or memory stick for delivery to their nearest SARS branch with a printed signed copy of the EMP501.

e@syFile also automatically generates Adobe PDF versions of all tax certificates ready to be given to employees (either printed or electronic).

2. THE e@syFile PROCESS

2.1 INSTALLING E@SYFILE AND REGISTERING

Step 1

Once you have placed the disc in the computer, click on the "e@syFile Software Click to Install" button and follow the installation process. The application will automatically open and the registration box will appear. The e@syFile icon will appear on your desktop for quick access to the application.

Step 2

Under user name, the default word **"ADMIN",** will appear. Leave this as is.

Step 3

Under **user password,** enter your own unique password, using at least eight characters – including one capital letter, one number and one special character, eg. a full stop or exclamation mark.

Step 4

Repeat the password under **Repeat Admin Password.**

Step 5

Give yourself a clue to your password under **Admin Password Hint.**

Step 6

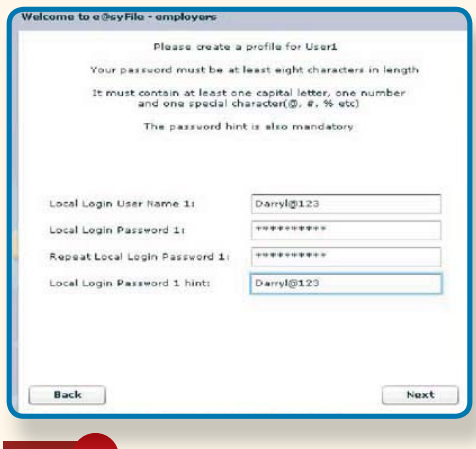
If you want to edit something on your payroll system which you have already imported from a CSV file, you can do this by clicking **Allow CSV editing.**

Step 7

Finally, you need to click the I understand box to acknowledge that SARS will not be able to retrieve or reset your password if you lose it.

Step 8

In order to continue, click on **Next.**


Welcome to e@syFile - employers
Please create a profile for User1
Your password must be at least eight characters in length
It must contain at least one capital letter, one number and one special character(@, #, % etc)
The password hint is also mandatory
Local Login User Name 1:
Darryl@123
Local Login Password 1:
Repeat Local Login Password 1:
Local Login Password 1 hint:
Darryl@123
Back
Next

Step 9

You need to create a user account for the person who actually uses e@syFile.

Step 10

Enter the user's name, as well as a password, using the same criteria as before. Once again, repeat the password and put in a hint.

Step 11

Click Next and it will take you to a similar page, but a second user's details should be filled in.

Step 12

Click on Login to Application.

Step 13

Welcome to e@syFile: The person who is about to use e@syFile (this may be Admin, user1 or user2) must put in their name and password. Then click on Login.

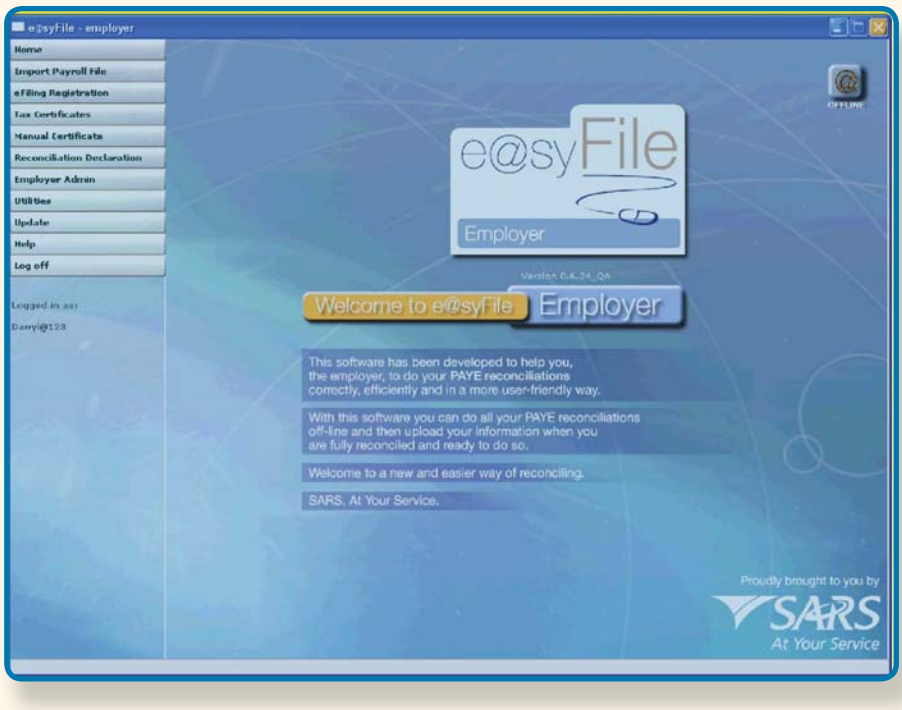
Step 14

If you are unsure about your password, click on Forgot Password? The clue you put in earlier will come up. If you are an eFiler, click on Secure Password and enter your eFiling password.

2.2 ACCESSING THE e@syFile SOFTWARE

Once you have clicked on login, you will come to the home page. On the right there is a little @ icon which will be red if you are working offline and green if you are online. Then in the top left corner, there are the following 11 menu items:

Home Page (see below)


e@syFile - employer
Home
Import Payroll File
eFiling Registration
Tax Certificates
Manual Certificate
Reconciliation Declaration
Employer Admin
Utilities
Update
Help
Log off
e@syFile
Employer
OFFLINE
Welcome to e@syFile
Employer
This software has been developed to help you, the employer, to do your PAYE reconciliations correctly, efficiently and in a more user-friendly way.
With this software you can do all your PAYE reconciliations off-line and then upload your information when you are fully reconciled and ready to do so.
Welcome to a new and easier way of reconciling.
SARS. At Your Service.
Proudly brought to you by
SARS
At Your Service

Import Payroll File – this is where you load Payroll Files onto e@syFile.
eFiling Registration – if you want to submit to SARS electronically and you are not yet an eFiler, you must register for eFiling. You must be online to utilise this function.
Tax Certificates – this is where you go if you want to view your employees' tax certificates.
Manual Certificates – this is where you capture employees' manual certificates if they have not been imported electronically.
Reconciliation Declaration – this is where reconciliation takes place, matching all tax due with tax paid and the total value of employee tax certificates issued.
Employer Admin – this is where employers' details are entered and maintained.
Utilities – this section provides various software capabilities.
Update – if SARS updates the system in any way, you can click on this (but you have to be online).
Help – in any particular section you can click on Help and it will give you details on how to complete it.
Log off – you can click here once you are sure that all work has been completed and saved, and you wish to log off the application.

3. THE FUNCTIONS OF e@syFile

3.1 CREATE EMPLOYER ACCOUNT

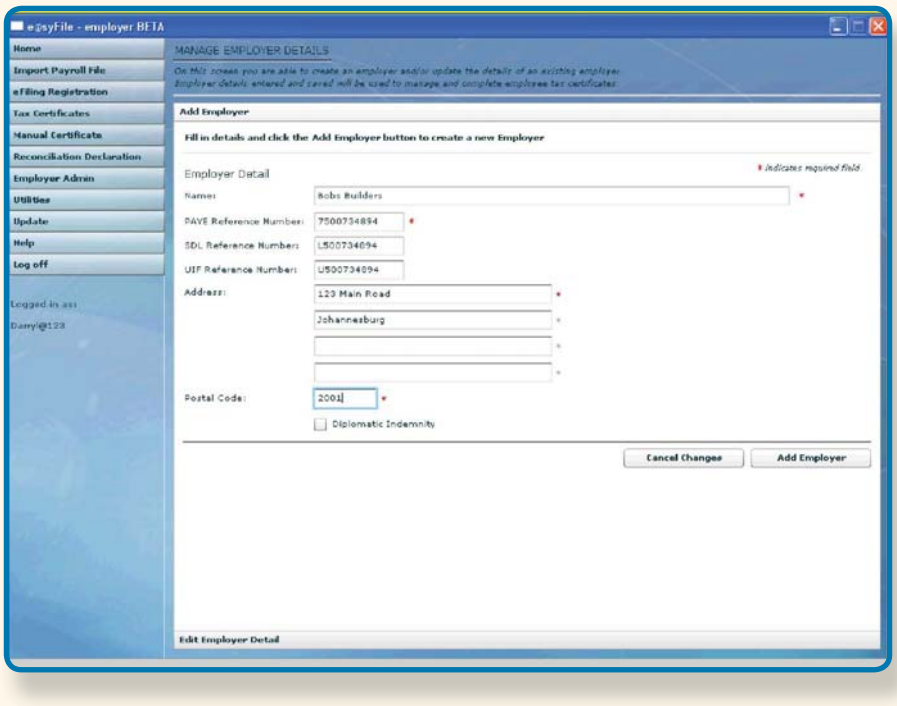
You follow this process when you are a tax practitioner and you manage multiple employers or if you are an employer and you manage multiple sub-organisations:

Step 1

Click on the **Employer Admin** button.

Step 2

Enter the employer's **Name, PAYE Reference Number, SDL Reference Number** and **UIF Reference Number** (only if the employer is registered for these).



Step 3

Enter the employer's **Address** and **Postal Code.**

Step 4

Select the **Diplomatic Indemnity** tick box if relevant.

Step 5

Click on the **Add Employer** button. A message will be displayed indicating that the employer is successfully registered.

3.2 EDIT EMPLOYER ACCOUNT

If you need to change anything on the employer account, you do this:

Step 1

Click on the **Employer Admin** button.

Step 2

Select the **Edit Employer Detail** tab.

Step 3

Edit employer details as required.

Step 4

Click on the **Update Employer** button.

3.3 CREATE EMPLOYEE ACCOUNT

You follow this process when you want to capture the personal details of employees who are not yet on e@syFile. This will be followed when a manual certificate must be captured.

Step 1

Click on the **Manual Certificates** button.

Step 2

Complete all required identity details for the employee, including:

Select the **nature of person** from the "Nature of Person" drop down list

- Enter the employee's **first name**
- Enter the employee's **initials**
- Enter the employee's **surname**
- Select the **main income source code** from the "Main Income Source Code" drop down list
- Enter the employee's **date of birth**
- Enter the employee's **ID number** OR
- Enter the employee's **passport number**

Step 3

Click on the **Next** button in the Quick Navigation box.

Step 4

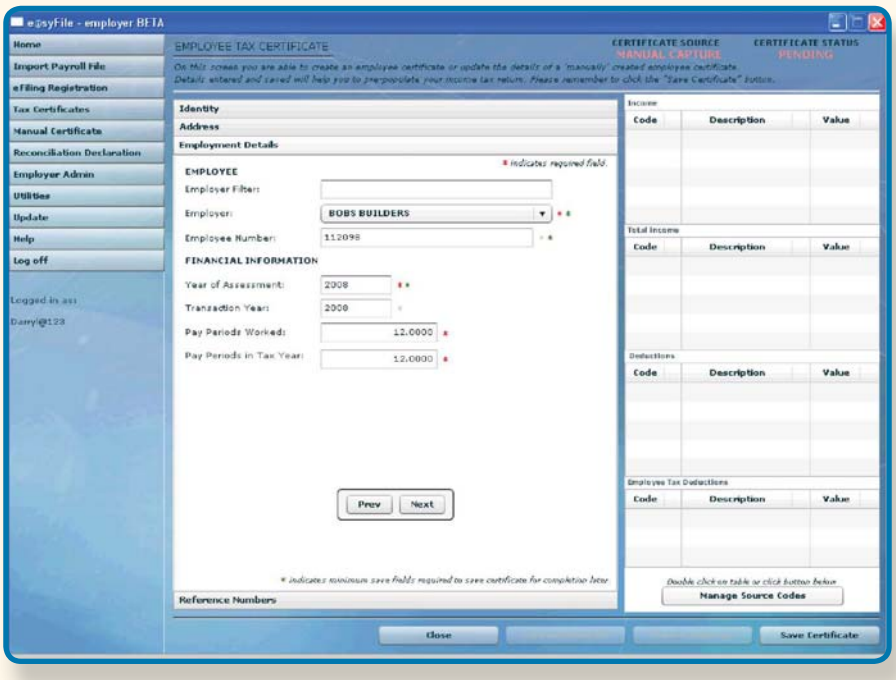
Enter the employee's **physical** or **postal address and postal code.**

Step 5

Click on the **Next** button within the Quick Navigation box.

Step 6

Select the relevant **employer** from the Employer drop down list.



Step 7

Enter an **employee number, year of assessment, transaction year, pay periods worked and pay periods in tax year.**

Step 8

Click on the **Next** button within the Quick Navigation box.

Step 9

The Reference Number page is displayed. Enter the employee's **IRP5** information, **Income Tax Reference Number and Company Trust** (this field should be completed based on **Nature of Person** selected in the Identity tab for the relevant employee).

Step 10

Enter the employee's **directive,** if required, and click on the **Next** button.

Step 11

A message will be displayed indicating that all required fields have been captured. Click on the **OK** button. A message will be displayed indicating that the employee account has been successfully saved.

3. 4 CAPTURE MANUAL CERTIFICATES INTO e@syFile

You follow this process when you want to capture the financial tax certificate information for employees:

Step 1

Click on **Tax Certificates.**

Step 2

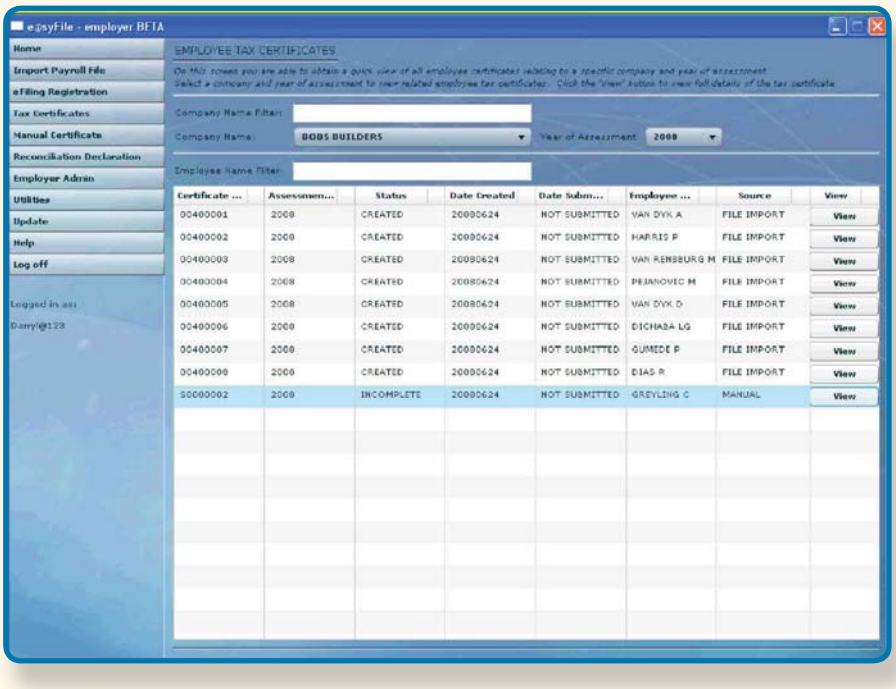
Select a **Company Name** from the “Company Name” drop down list.

Step 3

Select **Year of Assessment** from the “Year of Assessment” drop down list.

Step 4

All Employee Certificates for the selected employer are displayed. It will say Incomplete if the tax certificate details have not yet been added to that employee’s account. Click on the **“View”** button to view the required employee certificate.


e@syFile - employer BETA
Home
Import Payroll File
eFiling Registration
Tax Certificates
Manual Certificate
Reconciliation Declaration
Employer Admin
Utilities
Update
Help
Log off
EMPLOYEE TAX CERTIFICATES
Company Name Filter:
Company Name:
BOBS BUILDERS
Year of Assessment
2008
Employee Name Filter:
Certificate ...
Assessmen...
Status
Date Created
Date Subm...
Employee ...
Source
View
00400001 2008 CREATED 20080624 NOT SUBMITTED VAN DYK A FILE IMPORT View
00400002 2008 CREATED 20080624 NOT SUBMITTED HARRIS P FILE IMPORT View
00400003 2008 CREATED 20080624 NOT SUBMITTED VAN RENSBURG M FILE IMPORT View
00400004 2008 CREATED 20080624 NOT SUBMITTED PEJANOVIC M FILE IMPORT View
00400005 2008 CREATED 20080624 NOT SUBMITTED VAN DYK D FILE IMPORT View
00400006 2008 CREATED 20080624 NOT SUBMITTED DICHABA LG FILE IMPORT View
00400007 2008 CREATED 20080624 NOT SUBMITTED GUMEDE P FILE IMPORT View
00400008 2008 CREATED 20080624 NOT SUBMITTED DIAS R FILE IMPORT View
00000002 2008 INCOMPLETE 20080624 NOT SUBMITTED GREYLING C MANUAL View

Step 5

Click on the **Manage Source Codes** button.

Step 6

The Source Codes screen is then displayed. Select the required **“Source Code”** from the drop down list or use the **“Filter Source Codes”** to select the required source code.

Step 7

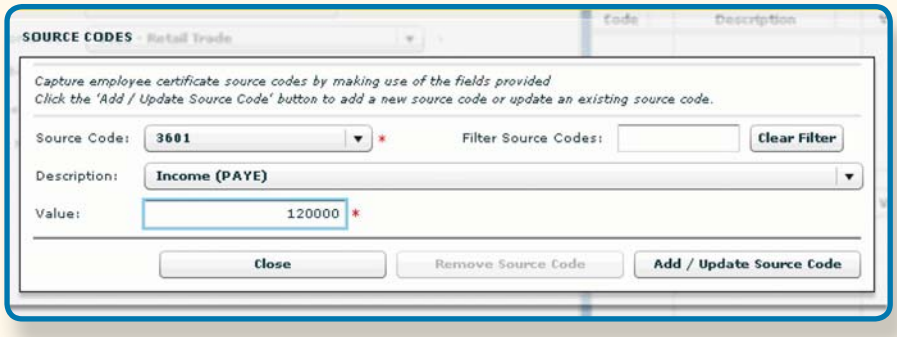
Enter a **value** for the selected Source code.

Step 8

Click **“Add/Update Source Code”** button.

Step 9

Click on the **"Close"** button to exit the source code screen.


SOURCE CODES
Capture employee certificate source codes by making use of the fields provided
Click the 'Add / Update Source Code' button to add a new source code or update an existing source code.
Source Code:
3601
Filter Source Codes:
Clear Filter
Description:
Income (PAYE)
Value:
120000
Close
Remove Source Code
Add / Update Source Code

Note – The source code can be selected by using the filter source code field, selecting the source code from the source code drop down list or selecting the description from the description drop down list. Once either the source code or description is selected the other field is pre-populated.

Step 10

Continue to capture source codes until all required codes have been captured.

Step 11

Click on the **Save Certificate** button.

Step 12

A message is displayed indicating that the employee tax certificate saved successfully. Click on the **OK** button.

3.5 IMPORT PAYROLL FILE/ELECTRONIC CERTIFICATES

You follow this process when you want to import an electronic payroll file which has your employer and employee data. All data will be uploaded automatically to e@syFile:

Step 1

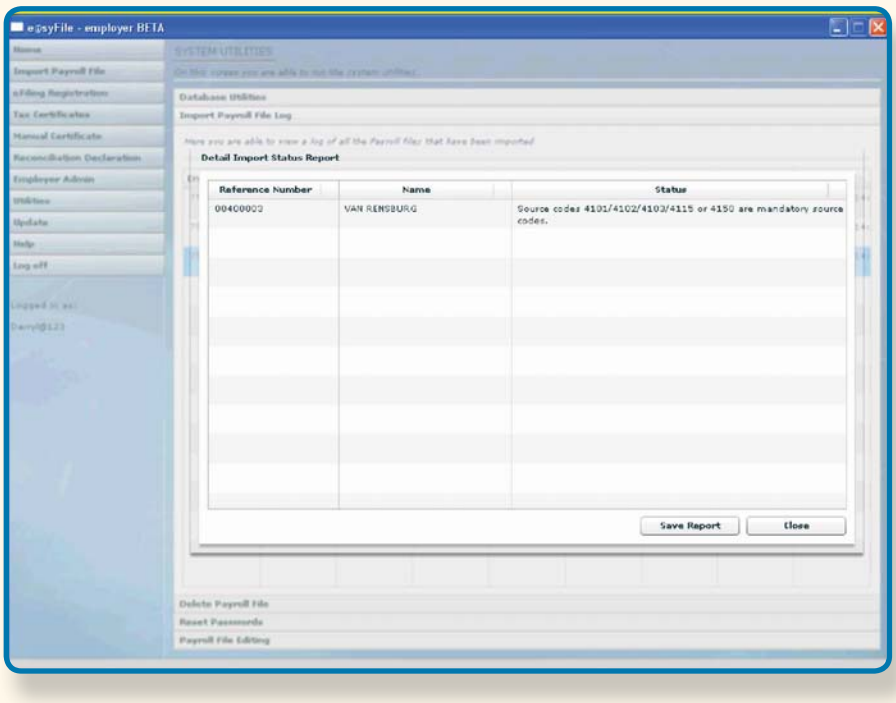
Click on **Import Payroll File Log.** Select the file to be imported from the relevant location. A message will come up asking you if you are ready to initiate. Click on **OK.** If it tells you that your payroll file has been imported successfully, click **OK.**

Step 2

If the file import failed, click on **OK** to view an import error report. To see this, go to Utilities. Then click on **Import Payroll File Log** – a screen with the error report is displayed.

Step 3

Double click on the relevant error report. A detailed error report is displayed.



3.6 CHECKING PAYROLL AND EMPLOYEE DETAILS

Once you've imported the payroll file and you want to ensure that it is on the system, you follow this process:

Step 1

If you click on **Tax Certificates** in the left hand menu, you can check that your payroll has been imported.

Step 2

If you want to check the details of one employee, click on their name. Their employee tax certificate will then appear with all their personal, work and tax details.

Step 3

If you want to view it as an IRP5/IT3(a) certificate in PDF format, click on **View Certificate** at the bottom of the page.

3.7 AMEND CERTIFICATES WITHIN e@syFile

If you need to change any certificate details on e@syFile, you do this:

Step 1

Click on **Tax Certificates.**

Step 2

Select a **Company Name** from the Company Name drop down list.

Step 3

Select a **Year of Assessment** from the Year of Assessment drop down list.

Step 4

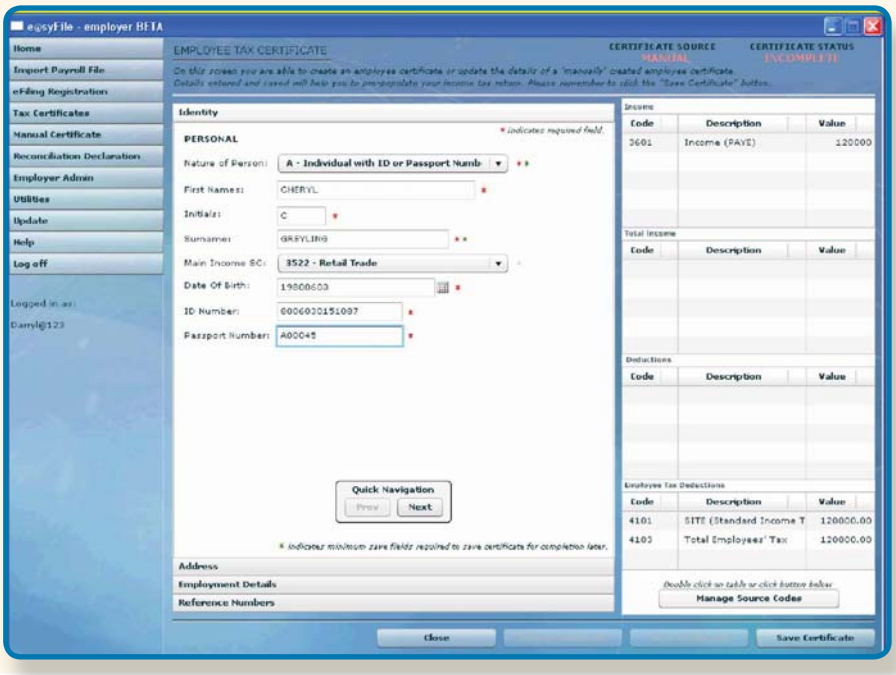
Click the **"View"** button to view the required employee certificate.

Step 5

Information as per the captured/imported employee certificate is displayed. Relevant source codes can be added within the source codes screen by clicking on the **Manage Source Codes button.** Source codes can be edited or deleted by selecting the relevant source code in the right hand pane and then clicking on **Manage Source Codes button** or double clicking on the source code.

Step 6

Click on the **Save Certificate** button after all amendments have been made.



Step 7

A message is displayed indicating that the employee tax certificate has been saved successfully.

Step 8

Click on the **OK** button

3.8 CANCELLING CERTIFICATES WITHIN e@syFile

If employees' tax certificates need to be cancelled, you follow this process:

Step 1

Click on the **Tax Certificates** button.

Step 2

Select a **Company Name** from the Company Name drop down list.

Step 3

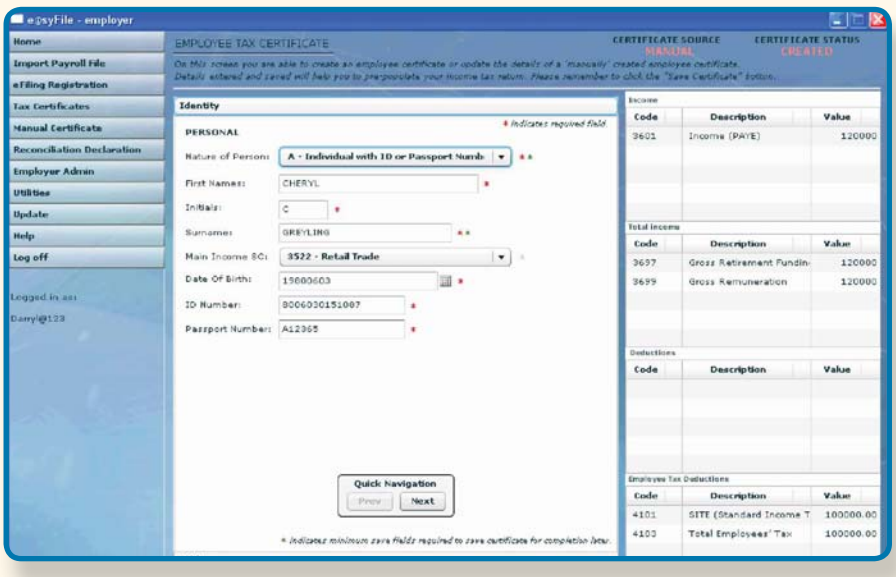
Select **Year of Assessment** from the Year of Assessment drop down list.

Step 4

All Employee Certificates for the selected employer are displayed. Click the **View** button to view the required employee certificate.

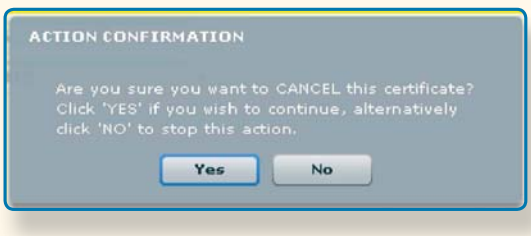
Step 5

Click on the **Cancel Certificate** button.



Step 6

A message is displayed providing the user with an option to cancel the certificate or to stop the action.


ACTION CONFIRMATION
Are you sure you want to CANCEL this certificate?
Click 'YES' if you wish to continue, alternatively
click 'NO' to stop this action.
Yes
No

Step 7

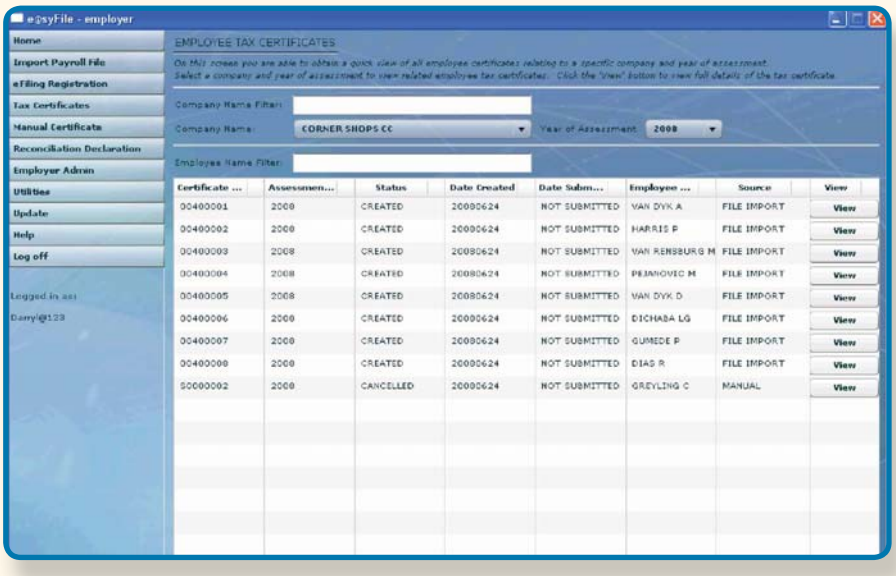
Click on the **Yes** button to cancel the certificate.

Step 8

A message will be displayed indicating that the employee tax certificate was successfully cancelled.

Step 9

Click the **OK** button.


e@syFile - employer
EMPLOYEE TAX CERTIFICATES
Home
Import Payroll File
eFiling Registration
Tax Certificates
Manual Certificate
Reconciliation Declaration
Employer Admin
Utilities
Update
Help
Log off
Company Name Filter:
Company Name:
CORNER SHOPS CC
Year of Assessment:
2008
Employee Name Filter:
Certificate ...
Assessmen...
Status
Date Created
Date Subm...
Employee ...
Source
View
00400001 2008 CREATED 20080624 NOT SUBMITTED VAN DYK A FILE IMPORT View
00400002 2008 CREATED 20080624 NOT SUBMITTED HARRIS P FILE IMPORT View
00400003 2008 CREATED 20080624 NOT SUBMITTED VAN RENSBURG M FILE IMPORT View
00400004 2008 CREATED 20080624 NOT SUBMITTED PEJANOVIC M FILE IMPORT View
00400005 2008 CREATED 20080624 NOT SUBMITTED VAN DYK D FILE IMPORT View
00400006 2008 CREATED 20080624 NOT SUBMITTED DICHABA LG FILE IMPORT View
00400007 2008 CREATED 20080624 NOT SUBMITTED GUMEDE P FILE IMPORT View
00400008 2008 CREATED 20080624 NOT SUBMITTED DIAS R FILE IMPORT View
00000002 2008 CANCELLED 20080624 NOT SUBMITTED GREYLING C MANUAL View

Note: the Status column (on the Employee Certificates screen) is updated to Cancelled.

3.9 COMPLETING THE RECONCILIATION DECLARATION AND RECONCILING ANNUAL EMPLOYEE TAX

This is the process of matching employer financial declarations with employee financial information and actual amounts paid to SARS:

Step 1

Click on the **Reconciliation Declaration** button.

Step 2

Select a **Company Name** from the Company Name drop down list.

Step 3

Select **Year of Assessment** from the Year of Assessment drop down list.

Note: The PAYE, SDL and UIF Reference Numbers are populated. These numbers will only be populated if the employer is registered for PAYE, SDL and UIF. To update these particulars the employer account must be edited.

Step 4

Capture the **Monthly Employer Liability** for PAYE, SDL and UIF.

Step 5

Capture the **Total Monthly Payments** that have been made by the employer to SARS.

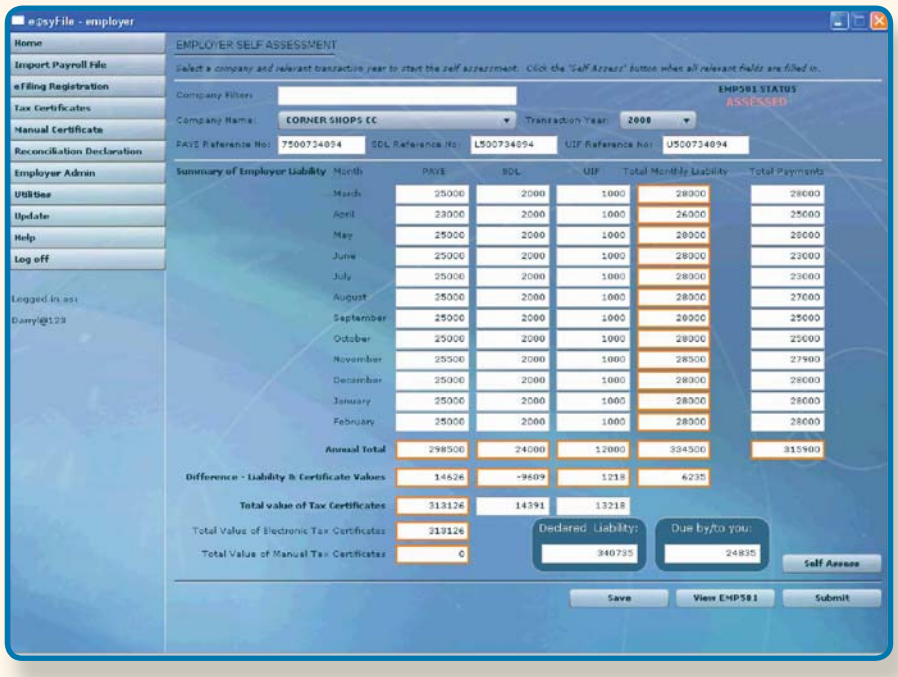
Step 6

Click on the **Self Assess** button.

Note: The SDL and UIF Total Value fields are calculated based on a generic formula. These fields can be edited by the Employer if they do not agree with these values.

Step 7

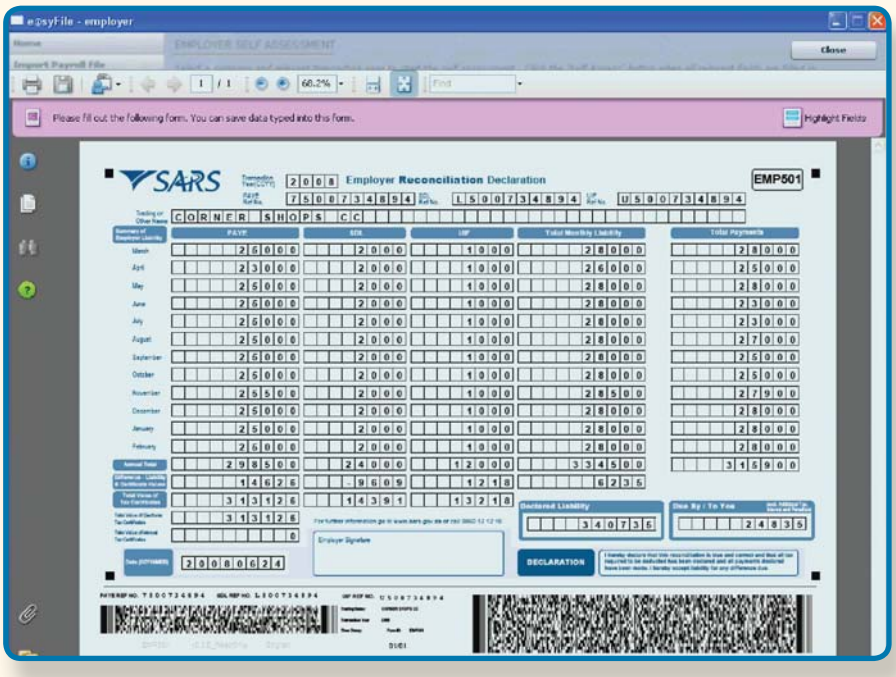
A message is displayed indicating that the user can submit data to SARS Electronically or Manually. Click on the **OK** button.



Note: The employer reconciliation declaration can be viewed in PDF format by clicking on the View EMP501 button. The SDL and UIF Total Value fields are calculated based on a generic formula. These fields can be edited by the Employer if they do not agree with these fields.

Step 8

The PDF format EMP501 can now be viewed.



3.10 ELECTRONIC SUBMISSION OF A RECONCILIATION DECLARATION TO SARS

This is how to submit your declaration to SARS electronically:

Step 1

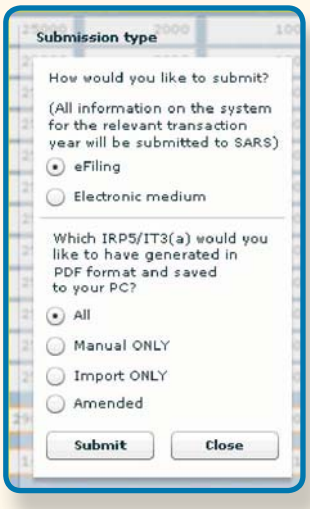
Once you have completed the above process, click on the Submit button at the bottom of the Reconciliation Declaration.

Step 2

A message is displayed providing the user with an option for the method of submission.

Step 3

If **eFiling** is the preferred option for submission:


Submission type
How would you like to submit?
(All information on the system for the relevant transaction year will be submitted to SARS)
eFiling
Electronic medium
Which IRP5/IT3(a) would you like to have generated in PDF format and saved to your PC?
All
Manual ONLY
Import ONLY
Amended
Submit
Close

- Select **eFiling**
- Select which **IRP5/IT3(a)s** are to be generated for storage on the local hard drive
- Click on the **Submit** button.

Step 4

Select a specified destination on the local hard drive where the electronic file will be stored.

Step 5

Click on the **OK** button.

Step 6

If an electronic medium is preferred, the electronic file can be written to a data carrying device (e.g. compact disc or memory stick) for submission to SARS.

Note: If data is submitted manually to SARS via electronic medium print the EMP501 sign and attach with electronic medium data for submission to SARS.

3.11 PRINTING CERTIFICATES

This is how to print your tax certificates for employees:

Step 1

Click on the Tax Certificates button.

Step 2

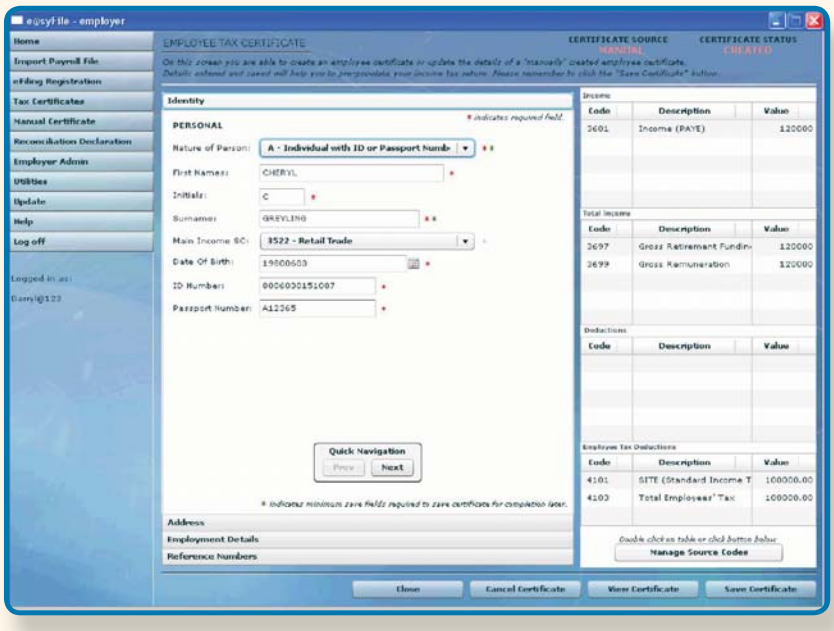
Select a **Company Name** and **year of assessment** from the drop down lists.

Step 3

Click the **View** button for each certificate to be viewed.

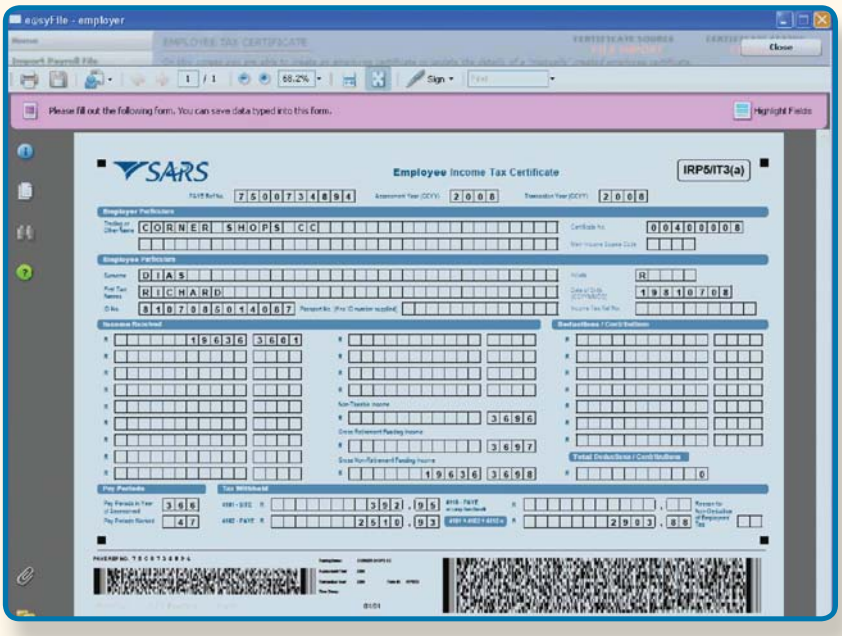
Step 4

Click the **View Certificate** button at the bottom of the screen.



Step 5

The certificate will then appear in PDF format. Click the Print icon in the top left corner of the screen.


e@syFile - employer
Please fill out the following form. You can save data typed into this form.
Highlight Fields
SARS
Employee Income Tax Certificate
IRP5/IT3(a)

3.12 REGISTERING THE EMPLOYER WITH eFiling

If the employer is not a registered eFiler and want to register, they follow this process:

Note: You must be online to utilise this function.

Step 1

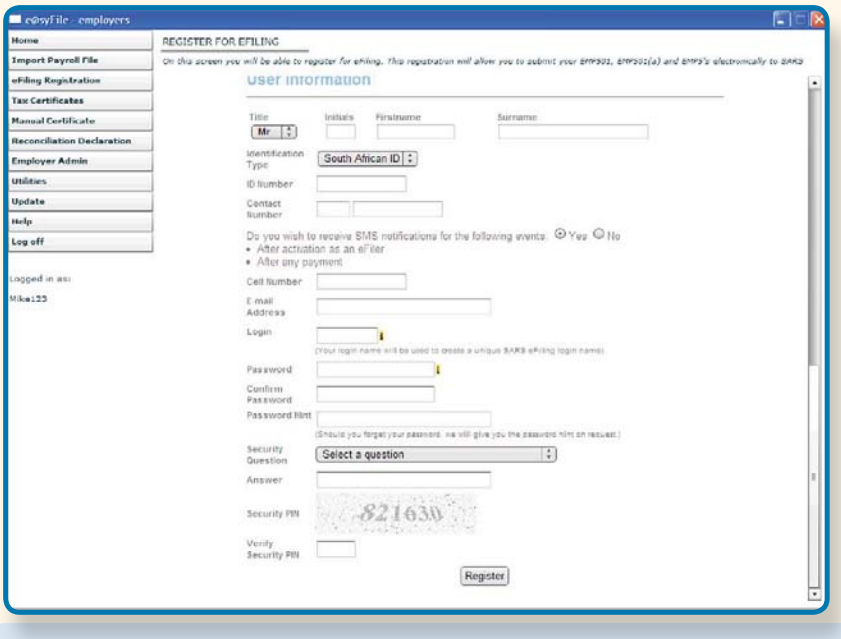
Click on the **eFiling Registration** button.

Step 2

The **Registering for eFiling** screen is displayed - accept the **terms and conditions.** Click on the **Continue** button.

Step 3

Capture all **required information** to register for eFiling. Click on the **Register** button.



Note: A message will be displayed indicating that the employer registration was successful.

3.13 UPDATE SOFTWARE

If you want to check if there's an update available on the software, you follow this process:

Note: You must be online to utilise this function.

Step 1

Click the **Update** button. A message will be displayed indicating whether or not an update is available.

Step 2

If an update is available, click on the **"Yes"** button. The software update will then be downloaded and a message displayed to say it has been successfully updated.

Step 3

Click on **OK.**

3.14 MERGE LOCAL DATABASE

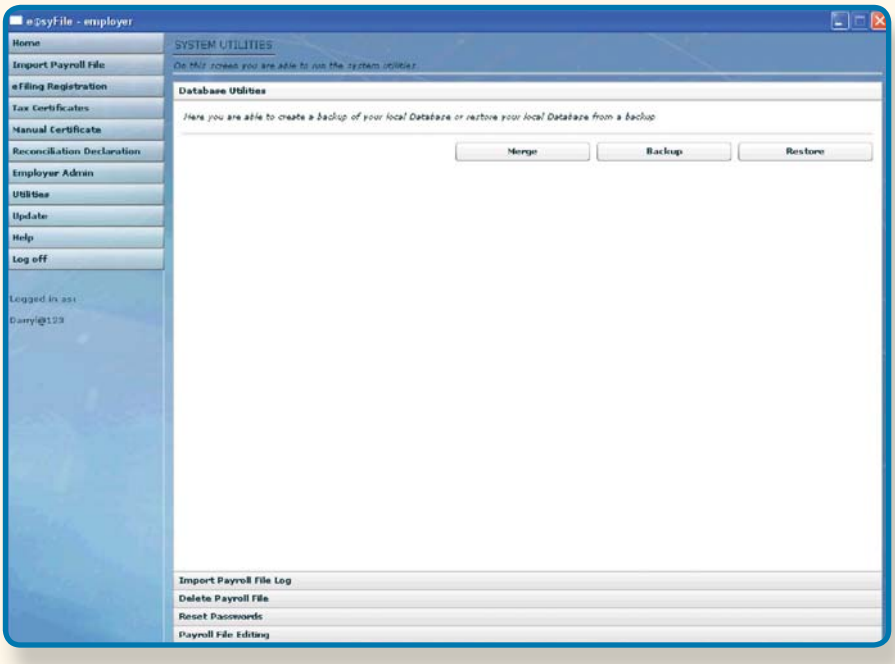
You follow this process when you have multiple branches or you have different staff that complete payroll files and you want to merge them for reconciliation:

Step 1

Click on **Utilities**

Step 2

Click on the **Merge** button.



Step 3

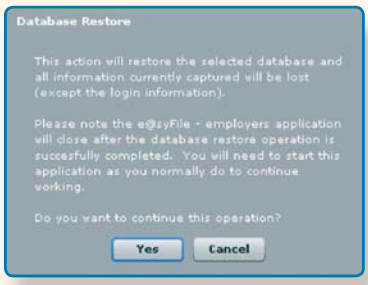
Select the **database** to be merged from a specific destination on the local hard drive.

Step 4

Click **Open.**

Step 5

A Database Restore message is displayed


Database Restore
This action will restore the selected database and all information currently captured will be lost (except the login information).
Please note the e@syFile - employers application will close after the database restore operation is succesfully completed. You will need to start this application as you normally do to continue working.
Do you want to continue this operation?
Yes
Cancel

Step 6

Click **yes**

Step 7

A message is displayed indicating Database Merge is successful. Click OK. The application will then close.

3.15 CREATING A BACKUP FOR YOUR DATABASE

If you want to backup your software data on your computer, you follow this process:

Step 1

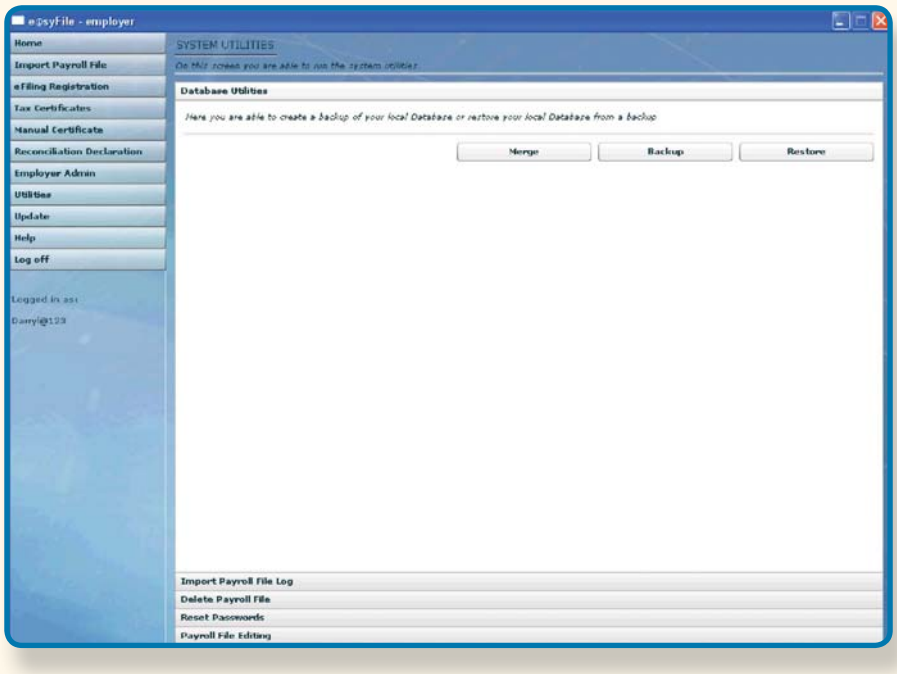
Click on the **Utilities** button.

Step 2

Click on the **Database Utilities** button

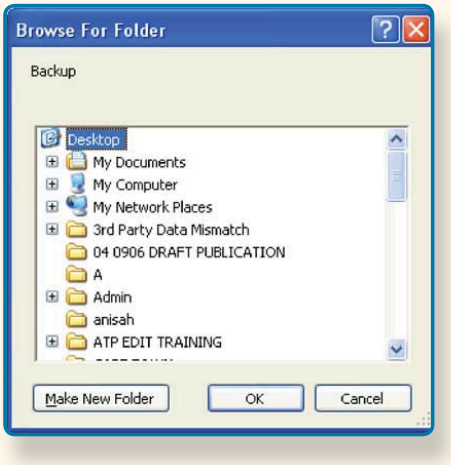
Step 3

Click on the **Backup** button.



Step 4

Select a **location** within which the data file will be stored. Click on the **OK** button.



Step 5

A message will be displayed indicating that the database backup was successful. Click on the **OK** button.

3.16 RESTORE YOUR DATABASE FROM A BACKUP

This is the process of restoring your backup data onto the software:

Step 1

Click on the **Utilities** button.

Step 2

Click on the **Database Utilities** button.

Step 3

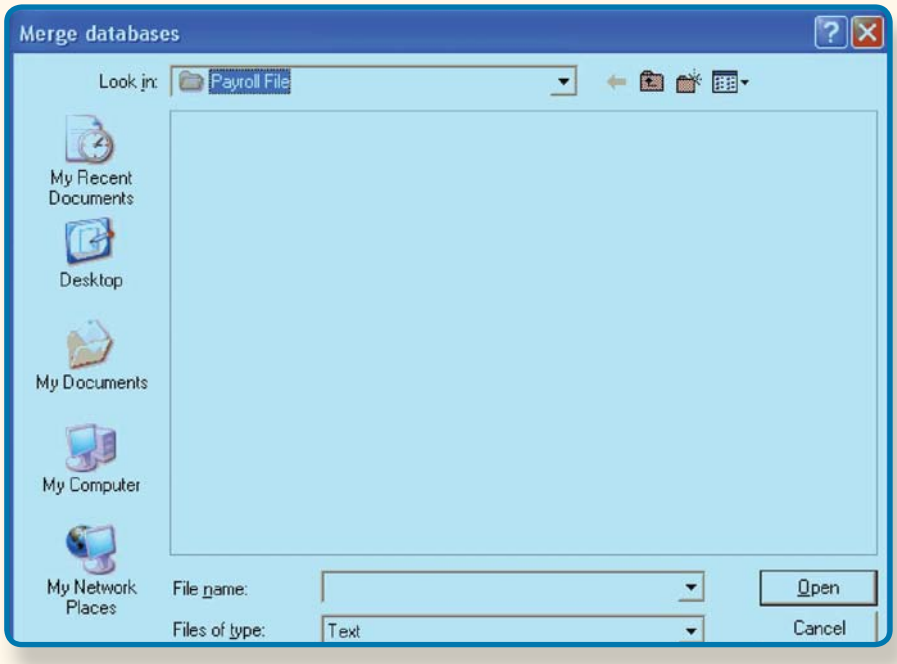
Click on the **Restore** button.

Step 4

Select the **location** from which to restore the database.

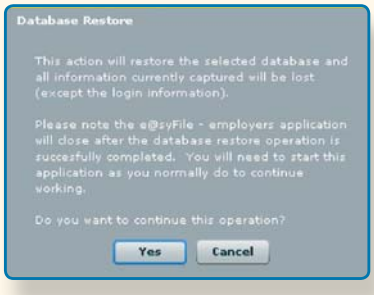
Step 5

Click on the **Open** button



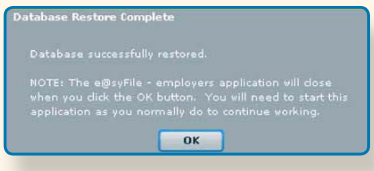
Step 6

A message will be displayed indicating that the database will be restored. Click on the **Yes** button.


Database Restore
This action will restore the selected database and all information currently captured will be lost (except the login information).
Please note the e@syFile - employers application will close after the database restore operation is succesfully completed. You will need to start this application as you normally do to continue working.
Do you want to continue this operation?
Yes
Cancel

Step 7

A message is displayed indicating that the database restore is complete. Click on the **"OK"** button.


Database Restore Complete
Database successfully restored.
NOTE: The e@syFile - employers application will close when you click the OK button. You will need to start this application as you normally do to continue working.
OK

3.17 MANAGING PAYROLL FILE IMPORTS IN e@syFile

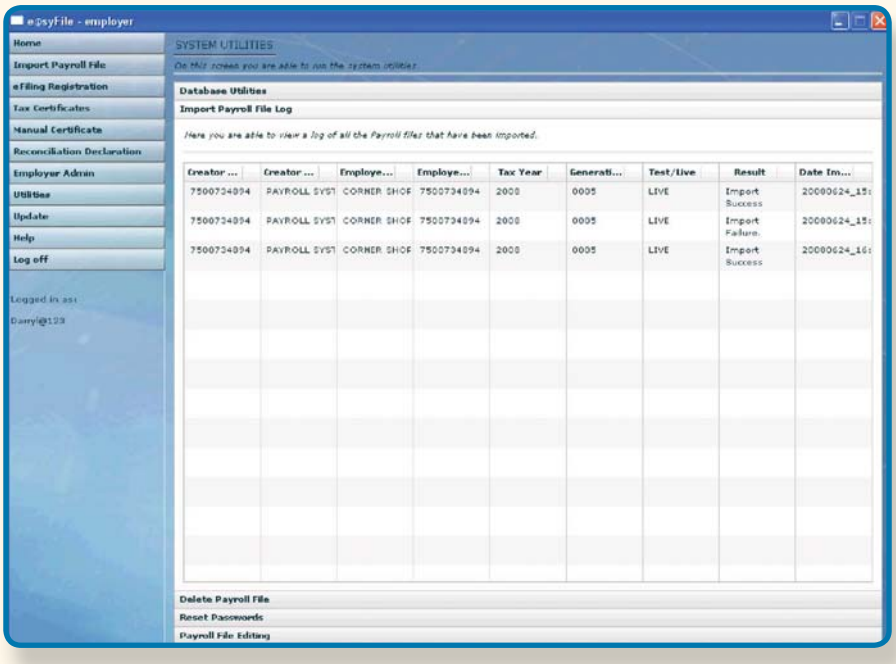
If you want to check the status information on file imports, you do this:

Step 1

Click on the Utilities button.

Step 2

Click on the **Import Payroll File Log** button.



Step 3

Double click on the **Payroll File** to be imported.

Note: A message will be displayed indicating that the Payroll file import was successful. If the Payroll File import failed, a message will be displayed. Then click on the* OK *button.

3.18 MANAGE PAYROLL FILE EDITING IN e@syFile

Do this to enable payroll file editing:

Note: This function is only available to the ADMIN user.

Step 1

Click on **Utilities.**

Step 2

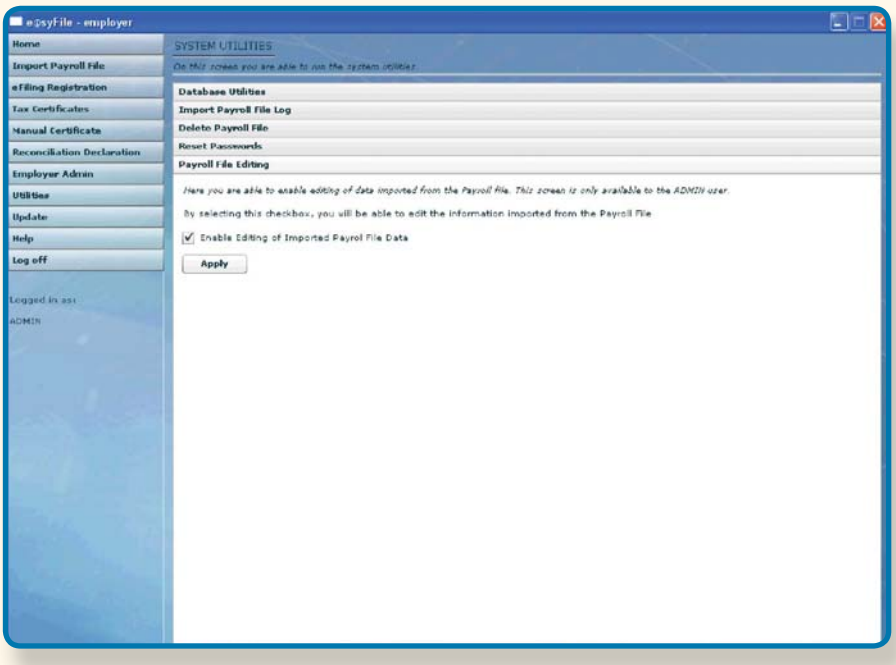
Click on the **Payroll File Editing** tab.

Step 3

Select the **Enable Editing of imported payroll file data** tick box.

Step 4

Click on the **Apply** button.



3.19 DELETING PAYROLL FILES

Do this to delete imported payroll files:

Step 1

Click on **Utilities.**

Step 2

Click on the **Delete Payroll File** button.

Step 3

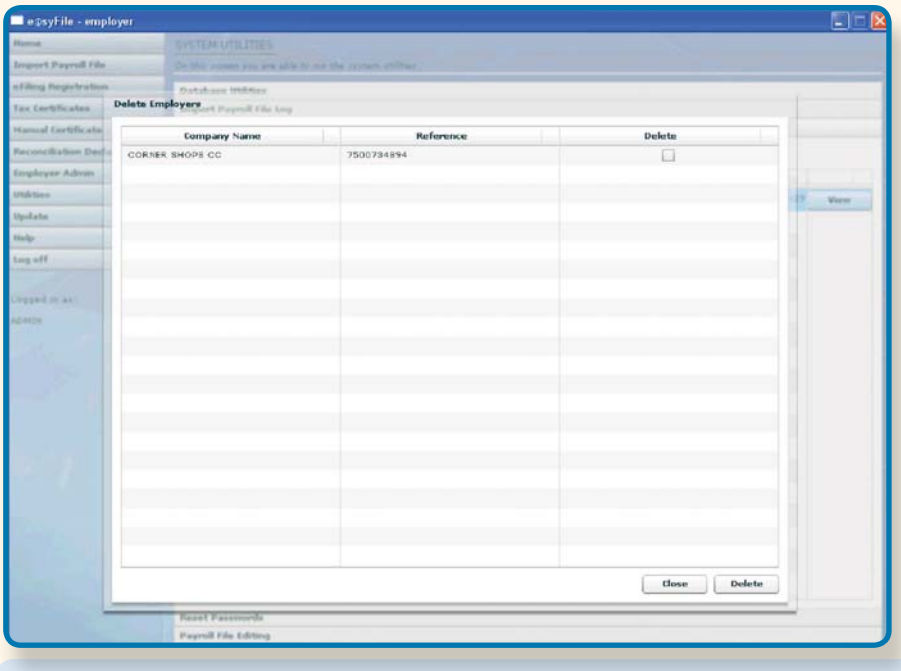
Double click on the **payroll file to be deleted.**

Step 4

Select the tick box next to the relevant payroll file/s to be deleted.

Step 5

Click on the **Delete** button.



Note: A message will appear indicating that employee data associated with the relevant employer (as per the file to be deleted) will be deleted.

Step 6

Click on the **OK** button. The payroll file is now deleted.

3.20 RESET PASSWORD

Do this to reset user passwords:

Note: This fuction is only accessible to the ADMIN user.

Step 1

Click on the **Utilities** button.

Step 2

Click on the **“Reset Passwords”** tab.

Step 3

Select the **local login user name** from the drop down list.

Step 4

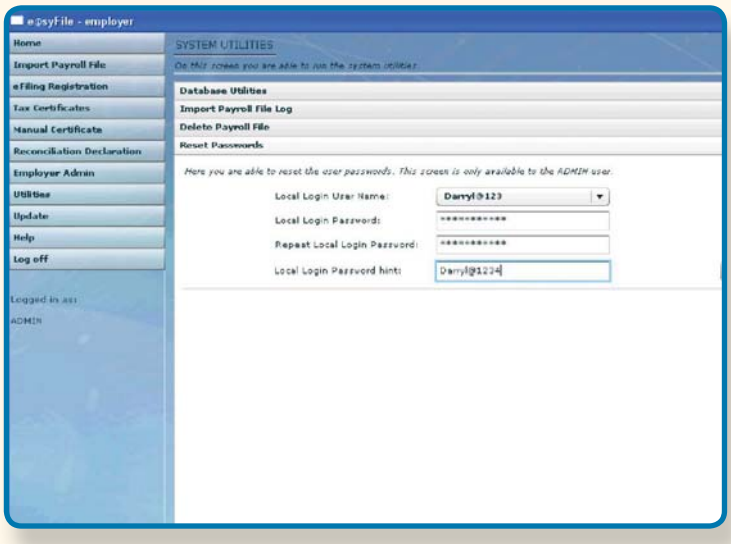
Enter a new **local login password.**

Step 5

Repeat the captured **local login password.**

Step 6

Enter **local login password hint.**



Step 7

Click on the **Apply Changes** button. The user password has now been reset.

3.21 USE HELP FUNCTION

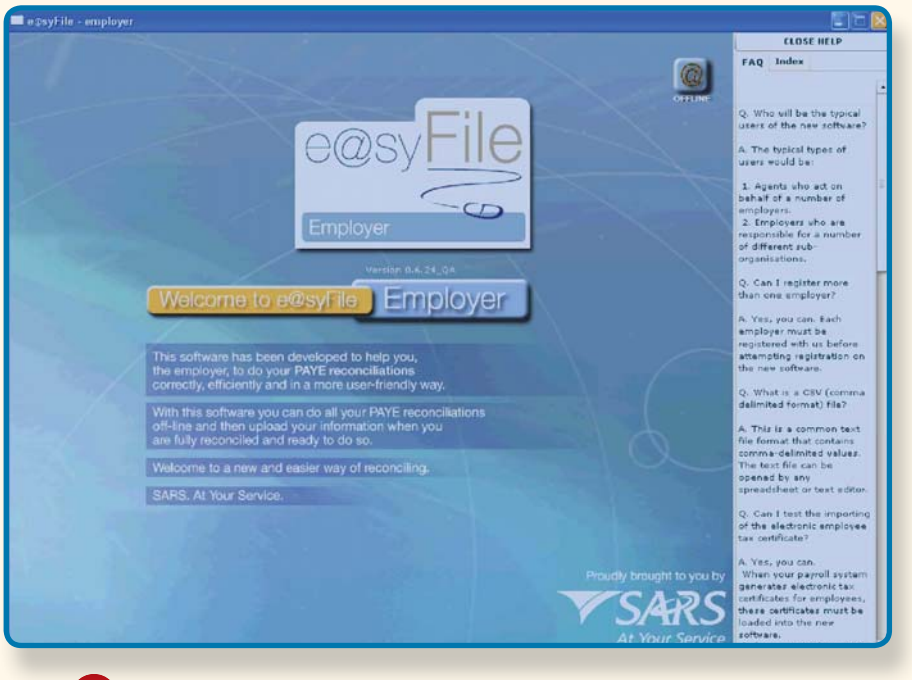
If you need help in any particular section, you follow this process:

Step 1

On whichever page you need assistance, click the **Help** button on the left.

Step 2

The main window will slide toward the left and the FAQ list will be displayed on the right side of the screen.


e@syFile - employer
e@syFile
Employer
Welcome to e@syFile
Employer
This software has been developed to help you, the employer, to do your PAYE reconciliations correctly, efficiently and in a more user-friendly way.
With this software you can do all your PAYE reconciliations off-line and then upload your information when you are fully reconciled and ready to do so.
Welcome to a new and easier way of reconciling.
SARS. At Your Service.
Proudly brought to you by
SARS
At Your Service
CLOSE HELP
FAQ
Index
Q. Who will be the typical users of the new software?
A. The typical types of users would be:
1. Agents who act on behalf of a number of employers.
2. Employers who are responsible for a number of different sub-organisations.
Q. Can I register more than one employer?
A. Yes, you can. Each employer must be registered with us before attempting registration on the new software.
Q. What is a CSV (comma delimited format) file?
A. This is a common text file format that contains comma-delimited values. The text file can be opened by any spreadsheet or text editor.
Q. Can I test the importing of the electronic employee tax certificate?
A. Yes, you can. When your payroll system generates electronic tax certificates for employees, these certificates must be loaded into the new software.

Step 3

Select the **Index** tab to display a list of related topics.

Step 4

To close this Help function select **Close Help** on the top of the page.

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